

West Midlands Greener Together Quarterly Forum Terms of Reference

Project information

Project Title: West Midlands Greener Together Quarterly Forum

Senior Responsible Officers: Ed Cox

Directorate(s): Public Service Reform

Background

- In 2019, WMCA declared a climate emergency and set out our vision to make the West Midlands Net Zero by 2041. Our [five-year plan](#), launched in 2021, explains how we can deliver a 33% reduction in carbon use across local transport, homes and businesses by 2026 and address the climate emergency so we can create a fairer, greener, healthier West Midlands. To address the scale of the climate emergency, we need to work together, as a region, and believe a Forum will play some part in bringing regional stakeholders together to work towards this.

Purpose

- The purpose of the Forum is to bring together representatives of the WMCA, with all those across the region who are committed to cutting carbon emissions and enhancing the natural environment to discuss, collaborate and debate different initiatives.
- The Forum will provide a space for the WMCA and other organisations to update one another and the wider community on the work being undertaken to achieve a fairer, greener and healthier West Midlands.
- The Forum will provide an open and inclusive platform for the sharing of information which is relevant to the region's journey to net zero carbon and enhancing and improving the natural environment.

Membership

- The West Midlands Greener Together Quarterly Forum membership will be open to everyone.
- There will be no limit to the number of people who can be members of the Forum and no formal process for joining.
- We will aim to ensure that voices within the Forum are balanced and everyone gets the opportunity to raise their ideas and concerns.

The West Midlands Greener Together Quarterly Forum will be supported by:

Name	Position and Organisation
Ed Cox (Co-Convenor)	Director of Public Service Reform at WMCA
Rolling (Co-Convenor)	To be decided upon depending on agenda
Jackie Homan	Head of Environment at WMCA
Richard Rees	Environment Programme Manager at WMCA
Katie Jepson	Environment Behaviour Change Project Officer at WMCA

Format and Running Arrangements

- Meetings will be held four times per year. Initial meeting will take place on Thursday 31st March. Meetings will then occur in June, August and November, with dates to be set in November for the following year.
- Meetings will initially be 2 hours in duration, taking place in the early evening (6pm-8pm) to allow for a wider number of participants.
- Meetings will either be online or in-person. In-person meetings will be in different locations across the region, and all venues will be accessible. There will be an option to join the meetings remotely if preferred. For in-person meetings, there will be an opportunity to network informally over tea and coffee before the meeting, gathering at 5:30pm.
- Online meetings will take place on Microsoft Teams and will be hosted by the WMCA.
- Questions shall be asked through Pigeonhole to prevent answers being lost in the teams chat function. All questions will be saved and answers to these questions shall be circulated after the meeting.
- The Combined Authority will provide administrative support to the Forum and will provide regular updates on its own work, however, agendas will be open for anyone to bring relevant items to the meeting.
- A process will be established whereby requests for items to be included on the agenda should be submitted not later than 4 weeks before the meeting is due to take place.

Roles and Responsibilities

The role of the WMCA can be found on our website here; <https://beta.wmca.org.uk/what-we-do>

All

- To contribute information, specialist knowledge, expertise, ideas and learning as required to drive forward discussion and decision-making to work towards making the West Midlands Greener Together; members are there to collaborate rather than represent the interests of their own organisation.
- Other specific roles and responsibilities to be discussed as the West Midlands Greener Together Quarterly Forum evolves.
- To contribute to the agenda setting for each meeting.

Ed Cox (Co-Convenor)

- To provide overall leadership, direction, and ownership for the project

Rolling (Co-Convenor)

- To provide overall leadership, direction, and ownership for the project
- The co-convenor may change depending on topics for discussion to ensure a range of people with different interests and specialisms can guide the meetings.

Principles and Ground rules

- Participants will adopt a partnership ethos that stresses inclusivity, openness, and transparency in its deliberations, and which drives positive action and improvement as a result of its decisions.
- Every meeting will be engaging, strategic, positive, and focussed on achieving clear outcomes.
- If conflicts of interest occur, participants will be open and honest in order to resolve any issues.
- Agendas will be circulated a week in advance of the meeting.
- Action points showing the individuals/organisations responsible will be circulated within a week of the meeting.

As the Forum continues to meet, these Terms of Reference may be updated to reflect the feedback from Forum attendees.